

GFWC Cumberland Valley Pups

Bylaws

ARTICLE I – Name

The name of this organization shall be the GENERAL FEDERATION OF WOMEN'S CLUBS CUMBERLAND VALLEY PUPS (the "Club").

ARTICLE II – Object

The object of this Club shall be to foster the charitable, educational, cultural, and social well-being of its members, and to strive to promote our community's overall health and welfare pursuant to the aims and ambitions of the General Federation of Women's Clubs International and the General Federation of Women's Clubs Pennsylvania. This includes making contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any further federal tax code.

ARTICLE III – Members

Section 1: Membership shall be open to any woman interested in our object and over the age of eighteen (18).

Section 2: Annual dues are payable on November 1st, a portion of which is paid to GFWC International and GFWC Pennsylvania. The Treasurer shall notify members in arrears by November 30th of each year, and those whose dues are not paid by December 31st of each year shall be automatically dropped from membership.

Section 3: A new member joining the Club after April 1st in any given year shall pay full dues that will apply to the following Club year.

Section 4: A majority of the members of this Club shall determine annual dues during the August meeting of each year.

Section 5: Club members, including the President, are financially responsible for all reservations made to Club functions and federation meetings, unless a majority of the members vote otherwise.

ARTICLE IV – Officers

Section 1: The officers of the Club shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and the Marketing and Public Relations Director. The officers shall comprise the Executive Board.

Section 2: The President shall preside at all meetings of this Club and the Executive Board, appoint Chairsof Committees and generally supervise the work of the Club. She shall be a member ex-officio of all Committees except the Nominating and Auditing Committees. She shall have the opportunity to sign checks in the absence of the Treasurer. There shall always be a President of this Club.

Section 3: The 1st and 2nd Vice President(s) shall perform the duties of the President in the absence or temporary inability of the President. The office of Vice President(s) may be created by majority vote of the members of this Club. There may be more than one Vice President, should a majority of the members of this Club so choose. In the event that more than one Vice President is elected and installed, the rank and duties of the Vice Presidents shall be determined at the beginning of the administration they serve. After September 1st in the odd calendar year of her term, the Vice President (or one of the Vice Presidents so elected) may assume the title President-elect and develop plans for assuming the duties of the Presidency, in addition to fulfilling the duties of Vice President.

Section 4: The Secretary shall keep the minutes of the regular meetings and meetings of the Executive Board, conduct and keep the correspondence of the Club, and serve as Chairman of the Bylaws Committee. There shall always be a Secretary of this Club. With the Marketing and Public Relations Director, the Secretary shall maintain this Club's website(s).

Section 5: The Treasurer shall collect the dues, receive all monies for this Club, and deposit them in a bank approved by the Executive Board. She will disburse all monies as directed by the Club and pay all bills within the framework of the budget. She will be chairman of the Finance Committee and be instrumental in preparing the budget. There shall always be a Treasurer of this Club.

Section 6: The Marketing and Public Relations Director shall document this Club's activity. She shall remind members to bring cameras to all Club events, direct all photographs, video and memorabilia to be sent to her, and will memorialize this Club's efforts in a scrapbook and in digital format. There shall always be a Marketing and Public Relations Director of this Club. With the Secretary, the Marketing and Public Relations Director shall maintain this Club's website.

Section 7: At the regular meeting held on the second Tuesday in April, in the even calendar years, a Nominating Committee of five members shall be elected by a majority of the members of this Club. It shall be the duty of this Committee to nominate candidates for the officers to be elected at the May meeting. The Nominating Committee shall report at the May meeting. Before the election, additional nominees from the floor for all officer positions shall be permitted, provided the nominee has given her consent. In the event that a majority of members determines that a Nominating Committee shall be unnecessary at the regular meeting held on the second Tuesday in April, in the even calendar years, nominations may be made by members at large, provided the nominee has given her consent. However, if Club membership exceeds twenty-five (25), then a Nominating Committee shall be elected to so perform the duties described in this Section.

Section 8: Election of officers shall take place at the May meeting in the even years, commencing in the year 2010. If more than one candidate is nominated for office, voting shall be by ballot. The candidate with the greatest number of votes shall be elected into office. All members must cast a vote. In the event of a tie, the victors may amicably decide who shall serve in the elected office, with either one victor renouncing victory or both victors sharing the office. Officers shall be installed at the June meeting in the even years.

Section 9: A member shall hold only one office at a time. The term of office shall be for a single two-year term or until a successor is elected; however, an officer may decide that she does not wish to serve beyond her term. No member shall be elected to serve more than two consecutive terms in the same office. If a member wishes to serve more than two consecutive terms in the same office, she may do so with a nomination and the majority vote of the members of this Club.

Section 10: When a vacancy occurs in an elected office, it shall be filled by a member of the Club on a temporary basis until a new officer is elected, or by the appointment of a willing member by the Executive Board, also on a temporary basis. Temporary basis shall mean for a period of at least three (3) months and not longer than six (6) months. A member who serves in an office on a temporary basis may wish to serve for the remainder of the administration. After she makes her wish known, an election will be held at the following regularly scheduled meeting pursuant to the procedure set forth in Article IV, Section 7.

ARTICLE V – Meetings

Section 1: The regular meetings of the Club shall be held on the second Tuesday of each month unless otherwise agreed by a majority of members at a given meeting or by the Executive Board.

Section 2: Special meetings may be called by the President, Executive Board or at the written request of a majority of the members of the Club. The purpose of the meeting shall be stated in the call. Except in the case of an emergency, at least three (3) days notice shall be given.

Section 3: A quorum is defined as the majority of the members of the Club at any given time.

ARTICLE VI – Board of Directors

Section 1: The Officers of this Club and the Chairman of Committees, or their representatives, shall constitute the Board of Directors. A Board of Directors may not be necessary if this Club's membership is less than twenty-five (25). It shall only be when Committees are established that a Board of Directors shall be necessary.

Section 2: The Board of Directors shall have general supervision of the affairs of the Club between its business meetings. The Board of Directors shall be subject to the orders of the Club and none of its acts shall conflict with the action taken by the Club.

Section 3: The meetings of the Board of Directors shall be called at the discretion of the President and/or at least three (3) Board members.

Section 4: The retiring President shall serve on the Board of Directors in an advisory capacity during her successor's term.

Section 5: A Parliamentary Advisor may be appointed by the President as an impartial Consultant as directed by the President.

ARTICLE VII - Committees

Section 1: Committees shall conform as closely as possible to those of the General Federation of Women's Clubs International and the General Federation of Women's Clubs Pennsylvania. Other Committees shall be appointed by the President with the approval of the Executive Board.

Section 2: A Committee desiring to establish itself and/or take public action must first submit its plan to the Executive Board for initial approval. A majority of members at a given meeting must affirmatively vote to take all public action of this Club.

Section 3: The Finance Committee, composed of the Treasurer as Chairman, President, Vice Presidents, Secretary, and Ways and Means Chairman (if applicable), shall prepare the annual budget to be adopted by a majority of members present at the January meeting. In the absence of a Finance Committee, the Treasurer shall prepare the annual budget to be adopted by a majority of members present at the January meeting.

Section 4: The Auditing Committee (if applicable), composed of three members, may be appointed by the President at the May meeting. The Committee, if so established, shall prepare a report to be presented at the regular June meeting.

Section 5: The Bylaws Committee shall consist of the President, Secretary, Vice Presidents and Parliamentary Advisor (if applicable). The Secretary shall serve as chairman. The Committee shall propose changes that will be both written and read to the members. Voting on the proposed changes shall take place at the following regular meeting.

Article VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order or policies that the Club shall adopt.

Article IX – Amendments

The Bylaws may be amended at any stated meeting of the Club by a majority of all members of this Club, so long as the proposed amendment(s) have been read at the previous stated meeting of the Club.

POLICIES

Monthly Newsletter: A monthly newsletter, same constituting the minutes of each regular meeting, is prepared by the Secretary, and sent to each member prior to the following regular meeting of the Club.

Actions by E-mail: Any action required or permitted to be taken by the Board of Directors, the Executive Board or the voting members, under any provision of these Bylaws, may be taken without a physical meeting if all Directors, Executive Board or members, individually or collectively, consent in writing to such action. Written consent given by e-mail shall satisfy this requirement.

Website: This Club shall maintain a website utilizing the Internet forum of its choice. The Secretary and Marketing and Public Relations Director shall manage and keep this Club's website current and easily accessible to current and prospective members.

New Member Information: All new members shall receive the Bylaws, membership roster and current Officers, Committees and Chairs.

Club Color: Light blue.